OBI Comments on SKAN Index

1. The list of subject categories should include an area break-out. This is a normal component of most established indexing systems, and would be welcomed in use by other offices besides OBI. For present purposes a breakout by provinces and cities would be sufficient. The present category of "Geography and Area Description" should be replaced with "Area Description" for reports containing miscellaneous information about local areas. Photographs, maps, sketches, and plans, as received, should fall into a separate category of "Graphic Materials." "Documentation" also deserves a separate category, as long as political and

25X1X4 technical documents continue to come in �altri since FDD issuances do not tabulate them. 25X1X4

2. Analysts are not yet convinced that they can find something by the use of SKAN that they cannot find more easily by another means. The method of keyword selection and use clearly needs revision to match more nearly the character of the documents being received. To the extent that keywords appear useful in the sample SKAN here reviewed, they are mostly familiar classificatory words under which several reports accumulate. Those words found in only one or two reports, if not classificatory words, names, or locations, seem to us to be of dubious value.

3. SKAN's built-in repetitiousness is an obstacle to fast scanning. It has conceivable usefulness as a backup for document dissemination, but there is no indication that our analysts intend to use it thus. They may use it in the future in order to spot the marginal documents they might otherwise miss.